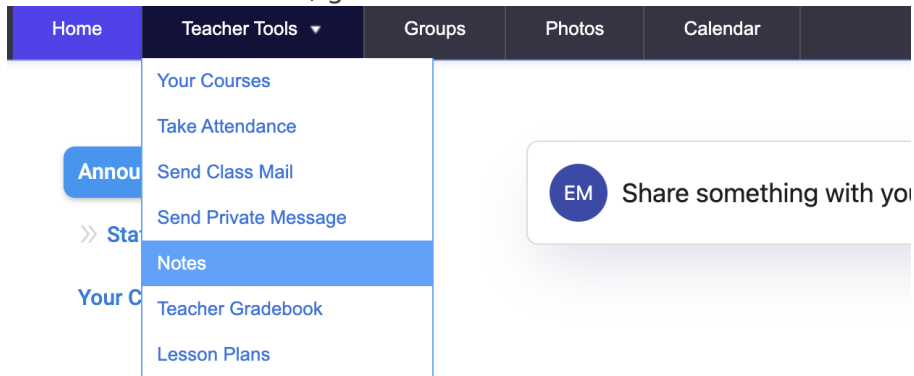


Logging Parent Phone Calls (Notes)

All parent phone calls are to be recorded in ParentLocker's Notes.

1. From **Teacher Tools**, go to **Notes**.



2. Click + **New Note** in the top-right corner.



3. Choose a **Category** (i.e. Parent Contact) and then a **Subcategory** (i.e. Phone).



4. Choose a **Status**. If it requires a follow-up or admin escalation, leave it Open. Otherwise, choose Closed.



5. Give the note a **Title** (i.e. Phone call with Mom 8/30/24).

6. Enter the **Date** and **Time** of the phone call.

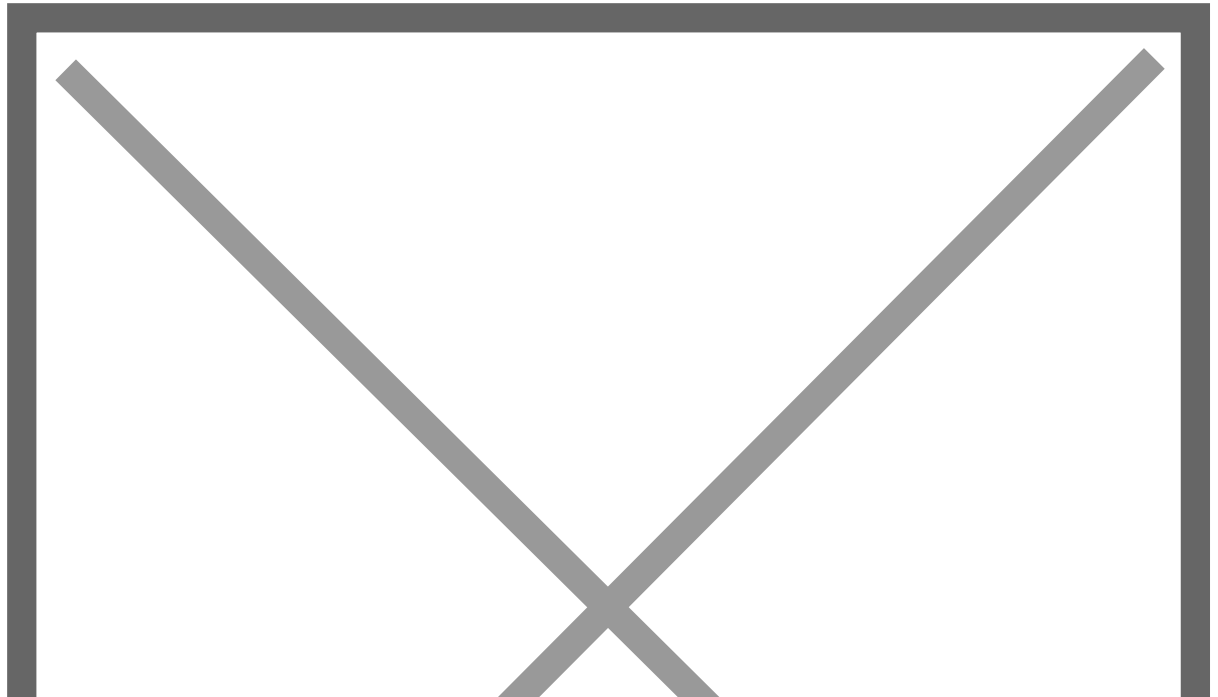
7. Start typing in the names of the **Students** this note pertains to. It can be one or more students.



8. Write a **Summary**.



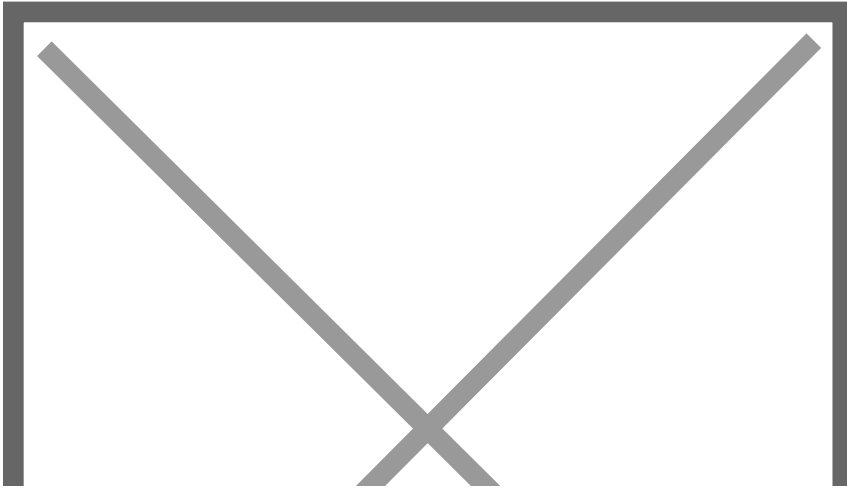
9. Skip these fields.



10. If you need to add another teacher or coach to the note, type in their name in the **Staff Reviewers** box.



11. Scroll down to the bottom and **Save** the note.



Revision #2

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